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ANNUAL REPORT
1960-61

GRADUATE SCHOOL
UNITED STATES DEPARTMENT OF AGRICULTURE
Washington 25, D. C.

ANNUAL REPORT

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UNITED STATES DEPARTMENT OF AGRICULTURE
GRADUATE SCHOOL
WASHINGTON 25, D. C.

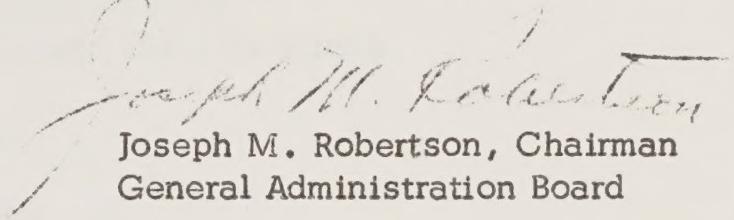
October 11, 1961

The Honorable Orville L. Freeman
Secretary of Agriculture

Dear Mr. Secretary:

The General Administration Board submits herewith the Report of the Graduate School governing activities in the school year from September 1, 1960, to August 31, 1961. A brief report on finances is included.

Sincerely,



Joseph M. Robertson

Joseph M. Robertson, Chairman
General Administration Board

UNITED STATES DEPARTMENT OF AGRICULTURE
GRADUATE SCHOOL
WASHINGTON 25, D. C.

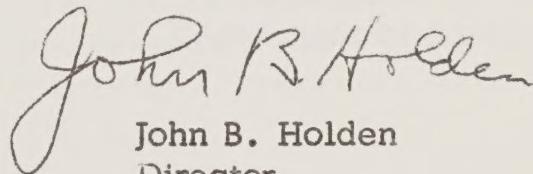
August 31, 1961

Mr. Joseph M. Robertson, Chairman
General Administration Board

Dear Mr. Robertson:

I submit herewith the annual report of the United States Department of Agriculture Graduate School for the year ending August 31, 1961.

Sincerely,



John B. Holden

John B. Holden
Director

UNITED STATES DEPARTMENT OF AGRICULTURE
Orville L. Freeman, Secretary of Agriculture

GRADUATE SCHOOL

General Administration Board

Joseph M. Robertson, Administrative Assistant Secretary, Chairman
Carl B. Barnes, Director of Personnel,
C. O. Henderson, Assistant Director,
Office of Personnel
John W. Macy, Jr., Chairman, United States Civil Service Commission
R. E. McArdle, Chief, Forest Service
Rufus E. Miles, Jr., Administrative Assistant Secretary, Department of
Health, Education and Welfare
Charles S. Murphy, Under Secretary of Agriculture
Byron T. Shaw, Administrator, Agricultural Research Service
C. N. Shepardson, Governor, Federal Reserve Board
R. B. Tootell, Governor, Farm Credit Administration
Frank J. Welch, Assistant Secretary, Federal State Relations

Officers

John B. Holden, Director
Edmund N. Fulker, Assistant Director
Constance G. Coblenz, Registrar
Ruth O. Carlock, Administrative Officer
Vera E. Jensen, Information and Library Service
Dwight L. Myers, Treasurer
Foster E. Mohrhardt, Librarian
Timothy E. Smith, Counseling Service

Graduate School Council

E. L. LeClerg	Department of Biological Sciences
E. J. Peterson	Department of Correspondence
J. Kendall McClaren.....	Department of Languages and Literature
B. Ralph Stauber	Department of Mathematics and Statistics
Henry A. Donovan	Department of Office Techniques and Operations
Henry Stevens	Department of Physical Sciences
John H. Thurston	Department of Public Administration
Bushrod W. Allin.....	Department of Social Sciences
J. P. Schaenzer	Department of Technology
Henry G. Herrell	Department of Special Programs
John B. Holden	Chairman

REPORT OF THE U. S. DEPARTMENT OF AGRICULTURE
GRADUATE SCHOOL

This past year was marked by:

1. Large enrollments in the Resident (Evening) Program and in the Special (Daytime) Program.
2. A distinguished lecture series on "The Promise of the Life Sciences," resulting in a publication and film and videotape for distribution to educational television stations throughout the United States.
3. The development and launching of a training program in public administration for Congolese nationals; as well as a short course in public administration in agriculture for nationals of 13 foreign countries.
4. The assignment to the Graduate School and the equipment of two classrooms for day and evening use.
5. The establishment of a Committee on Instructional Improvement.
6. The development of a descriptive brochure of the Graduate School, "Four Decades of Service."

ORGANIZATION AND STAFF CHANGES

There were changes in the membership on the General Administration Board. The new members are: Mr. Carl B. Barnes, Mr. Joseph M. Robertson, Mr. John W. Macy, Jr., Mr. Rufus E. Miles, Jr., Under Secretary Charles S. Murphy, and Assistant Secretary Frank J. Welch. There were no changes in the Graduate School Council.

THE RESIDENT (EVENING) PROGRAM

The Resident (Evening) Program continued strong during 1960-61. There was a total of 8,813 course registrations. The fall semester attracted 4,409 of these, the spring semester 3,662, and the summer session 742. Students registered in 400 courses that ran the gamut from the strictly vocational to the cultural.

In the spring 1961 semester, an evening program was set up at the Bureau of Research and Development Center of the Federal Aviation Agency in Atlantic City. There were 157 registrations in eight courses.

THE SPECIAL (DAYTIME) PROGRAM

The Graduate School completed its second year of assisting Federal agencies through special (daytime) courses, workshops, institutes, and related offerings.

Over 1380 were enrolled in 61 courses. Most of these were Federal officials from 80 different bureaus and agencies. Six Management Development Programs for Federal Executives were conducted; six Automatic Data Processing Orientation Seminars; four Contract Negotiation Institutes. Technical Writing courses were held at Edgewood, Maryland for 40 employees of Army Chemical Center; one at Federal Reserve; one at the Bureau of Commercial Fisheries as well as one at Agriculture.

Our Reading Improvement Program offered a full schedule of courses at Agriculture and expanded to offer courses at National Institutes of Health, Interstate Commerce Commission, Securities and Exchange Commission, Post Office, Federal Power and Federal Reserve.

New courses conducted included: "An Institute on the Older Employee;" "Research Methods in the Social Sciences;" courses in Photography at Social Security in Baltimore; a course in "Principles and Techniques of Management Analysis" at Veterans Administration Hospital in Martinsburg, West Virginia; "Oral Communications;" two courses for engineers at the Bureau of Ships in "Servomechanisms," and "Electromagnetics."

For foreign nationals we conducted a short course in Public Administration in Agricultural Development for Agricultural officials of 13 different countries. This was conducted in cooperation with Foreign Agricultural Service, International Cooperation Administration, and the University of Wisconsin.

Under a Rockefeller Foundation grant, a special course in "Science Technology and Bibliography for Foreign Agricultural Librarians" was conducted for three librarians from the Phillipines, Peru and Costa Rica.

In response to an ICA request and under a contract with ICA, we started the first of four groups in a training program in Public Administration for Congolese government officials. The first group consisted of seven officials who received 10 weeks of full time training conducted in French.

We are gratified to observe that more and more federal agencies are enrolling employees in our special day courses and a larger percentage are field employees from as far away as Alaska.

THE CORRESPONDENCE PROGRAM

The correspondence program remained at about the same level as in the past year. There were an estimated 650 new registrations and a continuing student body of 1,800. Emphasis was directed toward improving the quality of the courses and instruction. Several of the courses were almost completely rewritten. Others were recast in part. A Review of Engineering Fundamentals for the Professional Engineer's Examination was added to the curriculum.

PUBLIC LECTURE SERIES

One lecture series THE PROMISE OF THE LIFE SCIENCES was conducted by the Graduate School under the chairmanship of Dr. Byron T. Shaw.

THE PROMISE OF THE LIFE SCIENCES series included:

October 12	BIOLOGICAL TRANSFORMATION OF ENERGY Dr. A. Szent-Gyorgyi, Woods Hole Marine Biological Laboratory
October 19	GENETICS Dr. George Beadle, California Institute of Technology
October 26	NUTRITION - THE CHEMISTRY OF LIFE Dr. Jean Mayer, School of Public Health, Harvard University
November 2	FINE STRUCTURE AND PATTERN OF LIVING THINGS Dr. Paul Weiss, Rockefeller Institute for Medical Research
November 9	THE ORGANISM AND THE ENVIRONMENT Dr. Arthur D. Hasler, University of Wisconsin

THE GRADUATE SCHOOL PRESS

Two volumes were published in 1960-61. The 1960 Jump-McKillop Memorial Lectures, "The Influences of Social, Scientific and Economic Trends on Public Administration" went on sale February 27, 1961. Two thousand copies were printed and 1000 copies were sold by August 31, 1961.

"Promise of the Life Sciences" was published. To announce it, we used the American Institute of Biological Scientists mailing list of 27,000 names.

We also produced films of the "Promise of the Life Sciences" lectures, 20 each of Biological Transformation of Energy; Genetics; Nutrition-The Chemistry of Life; Fine Structure and Pattern of Living Things; and the Organism and the Environment.

We distributed 15 sets of films to film libraries throughout the United States and presented each lecturer with a copy of his film. The Graduate School retained the remaining films for rental or sale.

A third publication this year was "Presentation Chart, Its Preparation and Its Use,"

SUPPORTING SERVICES

The Graduate School Bookstore:

The Bookstore continued to operate as a service to students, faculty and committee members.

The Graduate School Library:

Approximately 100 books were added to the Graduate School Library Collection. Because the library is not open in the evenings, some of the instructors volunteered to circulate their reference books among their students. The books were assigned to the instructor rather than placed in the Library.

INSTRUCTIONAL IMPROVEMENT ACTIVITIES

Vigorous evaluation and efforts were made to improve teaching through a faculty workshop, the monthly newsletter, monthly luncheons, the annual faculty dinner, and counseling by staff members with individual teachers.

In October, a faculty workshop on "How We Communicate" was conducted at the National 4-H Center.

Monthly newsletters were devoted to one of our subject matter departments with pictures and articles featuring chairmen of departments and instructors.

An annual dinner meeting for faculty and committee members was given at the Press Club to launch the new school year. Nearly 300 attended as guests of the General Administration Board. Dr. Oliver J. Caldwell, Assistant Commissioner for International Education of the U. S. Office of Education, was the guest speaker. A Twenty-year Length of Service Award was given to one faculty member, Mr. Milton Kaufman, and certificates of accomplishment were given to deserving students.

During the past year the audio-visual capacity of the Graduate School was almost doubled. Toward this end twelve new pieces of equipment were added to our inventory. The messengers who service our classrooms are being trained to operate the equipment and to aid instructors in proper classroom usage.

FINANCIAL STATEMENT

Only a few years ago the activities of the Graduate School consisted of a Resident (Evening) Program and a Correspondence Program. To meet current demands, there were added to the activities of the Graduate School Special Programs, Training of Foreign Students, Special Publications and Films, and an increased emphasis on Instructional Improvements. Thus, it was necessary to make major changes in the annual budget to meet these activities. Also, it was necessary to provide additional funds for an increase in the compensation of the faculty, officers, and employees. The increase in compensation was met without any increase in tuition. Larger classes and a broader base for spreading overhead made this possible.

During the school year 1960-61 approximately \$28,656.65 were added to the reserve. A good reserve position is necessary to enable the Graduate School to meet future demands for expanded and new activities, and to permit an orderly retrenchment when an activity is no longer needed.

A LOOK AHEAD

In addition to continuing our goals of last year, we are focusing on the following goals:

1. To improve our instructional program through conferences, workshops, seminars, special bulletins, faculty luncheons, and through a program of continuing evaluation of our instructional program.
2. To explore and develop an educational program for foreign nationals from developing countries.
3. To study and make recommendations pertaining to the long-range goals of the Graduate School.

The primary function of the Graduate School is to help and encourage Federal employees to continue their education and to acquire the "know-how" that will enable them to make their full contribution to our way of life. Education will not solve all problems and the results cannot always be easily documented and justified. Our real concern is that we keep education and training in its proper role and that we not over sell it or under sell it. Let us all remember that continuing education is one of our best wealth producing resources. Further, learning is one of maturity's most enduring pleasures.

As we look to the future, it is my hope that the Graduate School will continue to search for its unique role, that it will carry on those things that are good, and that it will always be willing to move into new areas and in new ways.

GRADUATE SCHOOL
United States Department of Agriculture

Comparative Statement of Financial Condition
Years Ended August 31, 1961, 1960, 1959

BALANCE SHEET

ASSETS

	<u>1961</u>	<u>1960</u>	<u>1959</u>
Cash on Hand and in the Bank	\$ 10,427.90	\$ 25,341.76	\$ 8,708.35
Investments:			
Building and Loan Shares	190,000.00	126,478.19	125,886.89
U. S. Savings Bonds	65,320.00	63,450.00	81,365.00
Accounts Receivable	4,854.78	13,863.07	9,646.84
Book Inventory and Furniture	7,280.69	5,800.33	5,141.88
Publications Revolving Fund	20,500.44	17,566.87	16,381.50
Total Assets	<u>\$298,383.81</u>	<u>\$252,500.22</u>	<u>\$247,130.46</u>

LIABILITIES

Notes Payable	\$ --	\$ --	\$ 8,000.00
Other Current Liabilities	<u>26,774.10</u>	<u>13,481.23</u>	<u>16,373.73</u>
Total Liabilities	<u>\$ 26,774.10</u>	<u>\$ 13,481.23</u>	<u>\$ 24,373.73</u>

NET WORTH

School Operations	\$251,109.27	\$221,452.12	\$206,878.58
Publications Revolving Fund	20,500.44	17,566.87	15,878.15
Total Net Worth	<u>\$271,609.71</u>	<u>\$239,018.99</u>	<u>\$222,756.73</u>
Total Liabilities and Net Worth	<u>\$298,383.81</u>	<u>\$252,500.22</u>	<u>\$247,130.46</u>

STATEMENT OF INCOME AND EXPENSE

INCOME

Tuition - Net after Refunds	\$378,598.48	\$273,902.73	\$221,259.50
Sale of Books and Publications -Net	6,407.72	6,100.05	4,679.25
Income from Investments and Savings	7,085.01	8,632.97	8,024.23
Miscellaneous	1,604.18	1,098.53	808.78
Total Income	<u>\$393,695.39</u>	<u>\$289,734.28</u>	<u>\$234,771.76</u>

EXPENSE

Administrative Salaries	\$114,719.26	\$ 89,116.12	\$ 72,804.12
Instruction Salaries	135,950.52	131,990.72	96,960.51
Other Personal Services	35,483.06	7,531.31	6,897.73
Miscellaneous Operating	78,885.90	46,522.59	46,095.67
Total Expense	<u>\$365,038.74</u>	<u>\$275,160.74</u>	<u>\$222,758.03</u>

NET INCOME FOR YEAR	\$ 28,656.65	\$ 14,573.54	\$ 12,013.73
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